

STATE OF NEW JERSEY



COUNTY IMPROVEMENT AUTHORITY

C480000-001

County Improvement Authority
Records Retention Schedule

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C480000

SCHEDULE NUMBER

001

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DEPARTMENT

County Improvement Authority

DIVISION

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

5/11/94

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

20 JULY 1994

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Executive

0001-0000

Agendas

Permanent

Permanent

0001-0001

Agendas (Original)

Periodic review

Destroy

0001-0002

Agendas (Copies)

Permanent

Permanent

0002-0000

Annual Reports

Permanent

Permanent

0003-0000

By-Laws

As updated

Destroy

0004-0000

Mailing Lists

Permanent

Permanent

0005-0000

Minutes, Resolutions and Associated Documentation

Periodic review

Destroy

0005-0001

Minutes, Resolutions and Associated Documentation (Original)

0005-0002

Minutes, Resolutions and Associated Documentation (Copies)

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Administration

0050-0000	Administrative Subject Files - Correspondence	3 yrs		Destroy
0051-0000	Contracts - General	6 yrs after termination		Destroy
0052-0000	Insurance Policies	6 yrs after expiration		Destroy
0053-0000	Payroll Registers			
0053-0001	Payroll Registers (Master)	Permanent		Permanent
0053-0002	Payroll Registers (Copies)	3 yrs		Destroy
0054-0000	Personnel Files	6 yrs after termination of employment		Destroy
0055-0000	Purchase Orders	6 yrs		Destroy
0056-0000	Timesheets	6 yrs		Destroy
0057-0000	Withholding Tax Statements W-2, W-4	7 yrs		Destroy
0058-0000	Worker and Community Right-To-Know Surveys	30 yrs		Destroy

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
	<u>Marketing</u>			
0100-0000	Contracts - Equipment Lease Program	6 yrs after termination		Destroy
0101-0000	News Clippings	Periodic review		Destroy
0102-0000	Press Releases	Permanent		Permanent

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0150-0000

Engineering

Project Files

Contain: Bid Specifications, Contracts, correspondence, resolutions, permits and agreements concerning all Authority approved building projects and facilities.

Permanent

Permanent

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Finance</u>			
0200-0000	Audit Reports	Permanent		Permanent
0201-0000	Bank Records Includes: Bank Statements, cancelled checks, deposit slips, etc.	6 yrs		Destroy
0202-0000	Bond Issuance Booklets	7 yrs after final maturity/ cancellation		Destroy
0203-0000	Budget Workpapers	6 yrs		Destroy
0204-0000	Contract Agreements			
0204-0001	Contract Agreements - General Services	6 yrs after termination		Destroy
0204-0002	Contract Agreements - Construction (Copies) Originals maintained by Engineering	10 yrs after termination		Destroy
0205-0000	Hauler Files			
0205-0001	Daily Hauler Waste Tickets	6 yrs		Destroy
0205-0002	Monthly Hauler Account Statements	6 yrs		Destroy
0206-0000	Invoices	6 yrs		Destroy
0207-0000	Purchase Orders			
0207-0001	Purchase Orders (Original)	6 yrs		Destroy
0207-0002	Purchase Orders (Copies)	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Finance (cont'd)</u>			
0208-0000	Requisitions	6 yrs		Destroy
0209-0000	Vouchers			
0209-0001	Vouchers (Original)	6 yrs		Destroy
0209-0002	Vouchers (Copies)	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Enforcement</u>			
0250-0000	Administrative Subject Files	3 yrs		Destroy
0251-0000	Enforcement Case Files Includes: Investigation Report, photos, videos, statements, etc. Investigations are made when a hauler is in violation of franchise laws.	30 yrs after case is closed		Destroy
0252-0000	Incident Case Files Includes: Incident Report, and related documentation. Reports are made for minor infractions and when no further action is necessary.	6 yrs		Destroy
0253-0000	Tonnage Reports Consists of listings of each hauler and tonnage amounts as reported by the transfer station in regard to solid waste and recycling.	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Planning</u>			
0300-0000	Permit Application Files (Resource Recovery Plant) Consists of: Permit Application, backup files concerning Department of Environmental Protection requirements, studies, correspondence, information from other facilities, plans, plan amendments, reference information, legislation, plan submissions and applicable rules and regulations. Also includes bound permit applications.	30 yrs after closure of facility		Archival review
0301-0000	Planning Administrative Files Consists of: plan submissions, aerial photographs, correspondence studies and feasibility reports, copies of minutes, Interim Reports, Environmental Statements, copies of contracts, copies of bids, legislation, applicable rules and regulations, permits and applications, copies of vouchers, Land appraisals, plans, plan amendments, agreements, site plans, etc. concerning various facilities applying for a permit to operate.	30 yrs after closure of facility		Archival review
0302-0000	Recycling Administrative Files Includes: correspondence, reference material, studies and related background information concerning the county recycling program.	Permanent		Archives

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DISPOSITION

0350-0000

Operations

Administrative Subject Files

May include: correspondence, copies of budget workpapers, copies of bids, copies of contracts, reference material etc. concerning haulers, sludge processing, recycling and waste processing.

3 yrs

Destroy

0351-0000

Tonnage Reports

6 yrs

Destroy

0352-0000

Transfer Station Files

Includes: contracts, studies, leases, permits, equipment specifications and correspondence.

6 yrs after
termination of
contract/
expiration of
permit and or
lease

Destroy